Procedure for Assigning a “U” in Writing

Procedure for Assigning a “U” Writing

If you plan to give one or more “U”s this semester, please follow this procedure:

1. Submit the “U” along with the final grade; Open the window to the left of the student’s name and click on “Final Comments.” Then enter the following: “U” and a brief comment about the student’s writing. For example: “U.” The student should work on paragraph development and documentation.

2. Inform the student that he or she will receive or has received a “U” in writing, if you have not done so already. (See the attached templates for notifying students.) In addition, you might attach a copy of the explanation of the “U” notation.

3. Complete the “U” Referral form and send it, along with a sample of the student’s writing, to the Academic Resource Center, Corns 316, in c/o Jim Stull.

Please contact Jim Stull or Martine Stephens if you have questions about the “U” procedure.

When to Give a “U” in Writing:

When problems persist throughout the semester in one or more areas of writing, whether organizational, syntactical, or mechanical, you might assign a “U” notation, especially if you believe poor writing skills might compromise the student’s future academic success. In some cases, poor performance in writing on a major end-of-semester assignment might merit a “U,” particularly if the student’s writing does not appear to be at the expected level for his or her class rank. Some professors give “U”s when they see serious errors or inadequacies in documentation skills.

Writing Center Staff

Jim Stull, Writing Center Director and Coordinator of Academic Advising

Office: Corns 317 * Telephone: x3928 * Email: jnstull@owu.edu

Martine Stephens, Assistant Writing Center Coordinator and Continuing Part-time Associate Professor in the English Department

Office: Corns 318 * Telephone: x 3926 * Email: mlstephe@owu.edu

Georgeanne Stinemetz, Writing Center Tutor

Office: Corns 321 * Telephone: x3927 * Email: gkstinem@owu.edu

Emily Lugg, Writing Center Tutor

Office: Corns 320 * Telephone: x3930 * Email: eklugg@owu.edu

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